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DDA 84-0046/40  
12 October 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: James H. McDonald  
Acting Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 12 October 1984

1. Progress reports on tasks assigned by the DCI/DDCI:

None.

2. Items/events of interest:

a. Year-end closing of Fiscal Year 1984 was successfully accomplished on 5 October 1984. Appropriated funds were 99.92% obligated.

b. The temporary West A parking lot went into use on the morning of 9 October. This new lot contains approximately 1,300 spaces. Concurrent with the availability of this lot, about 1,300 West parking lot spaces were turned over to the George Hyman Construction Company so that excavating for the three-level parking deck could begin. The transition from West to West A took place without significant difficulty.

c. A Scope of Work is being prepared to task Dicon with the study and design to replace the motors on the fans in the Headquarters Mechanical Room. The purpose of this work is to increase the amount of air circulating throughout the Headquarters Building as part of the process to improve the overall environment in the building.

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g. Graduates of the 10 - 21 September special running of the Seminar on Intelligence Analysis (SIA) for the Office of Global Issues (OGI) applied the analytical methods taught in the course to several intelligence issues. In particular, analysts, using the creativity techniques, identified several aspects to an intelligence problem not previously recognized as important. A group of these SIA graduates also met at the request of the Director of OGI to define new areas of research in international trade. Significantly, all participants reported that the SIA techniques proved valuable and added insight and depth to their analysis of intelligence problems.

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h. The Office of Security (OS) is participating in the internal investigation [redacted] Coordination is occurring within OS, and the Counterintelligence Staff and [redacted] of the DO to determine the extent of compromise, if any, of Agency equities. OS has requested from the FBI an updated copy of the "Reporting Guidance: Foreign Intelligence Information," the document [redacted]

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j. On 5 October, the Director of Security testified before the Department of State's Blue Ribbon Panel chaired by Admiral Inman. The topic was Overseas Security.

3. Significant activities anticipated during the coming week:

a. On Wednesday, 27 October, the Acting DDA will accompany the DCI for a visit to the Office of Information Services at Ames Building.

b. On Wednesday afternoon, 17 October, the Acting DDA will address an Office of Training and Education Conference at WTC.

c. The DDA will return to Washington on Thursday, 18 October.

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[redacted]  
James H. McDonald

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**SECRET**

15 OCT 1984

**ROUTING AND RECORD SHEET**

SUBJECT: (Optional)

DDA Weekly Report

FROM: James H. McDonald  
Acting Deputy Director  
for Administration

EXTENSION

NO.

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

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OFFICER'S  
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COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. D/Communications

2. D/Data Processing  
2D0105 Hqs3. D/Finance  
616 Key4. D/Information Services  
1206 Ames

5. D/Logistics

6. D/Medical Services  
1D4040 Hqs

7. D/Personnel

8. D/Security

9. D/Training and Education  
936 CoC10. OLL  
7B24 Hqs

11. C/Safety Staff

12. SSA/DDA

13. CMS/DDA

14. EEO/DDA  
626 CoC

15. MS/DDA

AEO *me*  
EO *AK*  
DD/L *me*  
D/L *me*  
Marie *me*